

Accountant Needed

The Embassy Cooperative Association (ECA), an employee association of the U.S. Embassy in Rabat is seeking a full time accountant/bookkeeper. The accountant will be responsible for managing the association's financial systems and records, preparing detailed financial statements, and ensuring that the association complies with all U.S. and Moroccan financial and tax requirements. Candidates should have at a minimum an associate degree in accounting or financial management, at least 4 years of accounting/financial management experience and be functionally fluent in both spoken and written English. Interested candidates should send a resume and contact information to eca@mtds.com. Please include a cover letter describing in English why you would be the best candidate for this position.

The accountant is responsible for the financial aspect of the association. He/She advises the manager and recommends the adoption of procedures that effect budgets, operational matters, and controls the costs of the accounting department.

Responsibilities include:

- Directing the operation of the accounting and financial systems of the association.
- Analyzing the accounting procedures at periodic intervals to determine efficiency and adherence to the financial controls in effect, proposing changes or improvements in operations when necessary.
- Providing required financial information to the manager, Board of Directors, auditors, and A/OPR/CR correctly and by required deadlines.
- Overseeing office staff, and reviewing financial related tasks to ensure proper posting and control of accounting records.
- Ensuring association compliance with federal and local employment tax requirements. (Moroccan and US as required)
- Directing and assisting in the preparation, review for accuracy, submission, and distribution of monthly financial statements and reports.
- Overseeing all banking procedures, which include petty cash and cash fund accounts, maintaining the check register, preparing the checks for payment of all association obligations, and verifying accuracy in the payment of wages to employees.
- Ensuring that proper accounting and financial internal controls are implemented at all times whether manual or automated
- Other duties as required by the association.